



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
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IN REPLY REFER TO
NAVAIRINST 5400.151
PMA207

24 Jun 97

NAVAIR INSTRUCTION 5400.151

From: Commander, Naval Air Systems Command

Subj: DESIGNATION OF THE SUPPORT/COMMERCIAL DERIVATIVE AIRCRAFT
PROGRAM MANAGER AIR (PMA207)

- Ref: (a) Memorandum of Agreement between AIR-1.0, PMA 200, and PMA227 of 20 May 96 (NOTAL)
(b) AIR-1.0 memo AIR-1.0U1 of 11 Jun 96 (NOTAL)
(c) DoDD 5000.1, Defense Acquisition, of 15 Mar 96
(d) DoD Regulation 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs of 15 Mar 96
(e) SECNAVINST 5000.2B, Implementation of Mandatory Procedures for Major and Non-major Defense Acquisition Programs and Major and Non-major Information Technology Acquisition Programs of 6 Dec 96
(f) Integrated Program Team Manual Update of Dec 96 (NOTAL)
(g) Team Transition Plan Update of Feb 96 (NOTAL)
(h) BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System of 2 Aug 95
(i) NAVAIRINST 13120.1C, Fixed Wing Aircraft Structural Life Limits
(j) NAVAIRINST 13130.1B, Rotary Wing Aircraft Structural Life Limits

Encl: (1) Charter for the Support/Commercial Derivative Aircraft Program Manager Air (PMA207)

1. Purpose. This instruction issues a charter, enclosure (1), for the Naval Air Systems Command (NAVAIR) Support/Commercial Derivative Aircraft Program Manager Air (PMA207). Enclosure (1) defines the program's description, scope, operating relationships, organization, resources, and outlines the authority and responsibility of PMA207.

2. Cancellation. This instruction cancels NAVAIRINST 5400.105 of 1 September 1982.

3. Background. In August 1995, the Deputy Commander for Acquisition and Operations (AIR 1.0) promulgated a strategy to realign programs to be consistent with the concept of life cycle management (LCM) responsibility being vested in a single program office. References (a) and (b) document approved plans for supporting this



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concept by disestablishing the Special Mission and Support Aircraft Program Manager Air (PMA200) and the Commercial Aircraft Program Manager Air (PMA227), Patuxent River, MD and combining their programs in a single new program office, PMA207. The offices are physically co-located at Patuxent River, Maryland. In a related decision, AIR 1.0 has also approved consolidation of program management functions for C-130 series aircraft in the new PMA207 which will be established on 26 June 1997.

4. Action

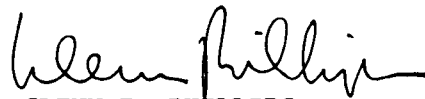
a. The Program Manager (PM), Captain, USN (designator 1510), will organize and execute assigned programs following the authority and direction provided by references (a) through (j) and other applicable directives issued by higher authority. PMA207 will work with applicable Naval Aviation Systems Team (TEAM) organizations, contractors, and organizations supported by the TEAM to effect programming, budgeting, acquisition, and LCM of assigned aircraft programs.

b. PMA207 reports directly to AIR-1.0.

c. NAVAIR competencies will continue to support the PM as specified in references (f) and (g), and enclosure (1) of this instruction.

5. Review. PMA207 shall review the contents herein annually and provide recommendations for changes and deletions to AIR-1.0.

6. Approval. The charter for PMA207, enclosure (1), is hereby approved.



GLENN P. PHILLIPS

Deputy Commander for

Acquisition and Operations

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CHARTER FOR THE
SUPPORT/COMMERCIAL DERIVATIVE AIRCRAFT PROGRAM MANAGER AIR
(PMA207)

Appendices:

- A: Organization and Staffing Requirements
- B: Key Manpower Resources, Assistant Program Managers, and Program Support Offices
- C: Activities Participating in the Program

1. Introduction

a. Purpose. This charter issues the authority, responsibilities, and mission of the Naval Air Systems Command (NAVAIR) Support/Commercial Derivative Aircraft Program Manager Air (PMA207), and describes the program, scope, operating relationships, organization, and resources.

b. References. This program will be conducted following management principles identified in references (a) through (j), and other applicable directives issued by higher authority.

2. System Description. A weapon system is an aircraft, missile, or other major system or component. Current U. S. Navy weapon systems under management of PMA207 are as follows:

- a. C-9B/DC-9 aircraft
- b. C-12 series aircraft
 - (1) UC-12B and TC-12B
 - (2) UC-12F/M and RC-12F/M
- c. C-20D/G series aircraft
- d. T/CT-39 series aircraft

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- e. C-130 series aircraft
- f. T-34C aircraft
- g. T-44A aircraft
- h. TH-57 series aircraft
- i. DC-130A aircraft
- j. C-9 replacement
- k. Commercial air services, as directed by the Office of the Chief of Naval operations (OPNAV)
- l. Tactical air services , as directed by OPNAV
- m. TH-6B aircraft.

3. Scope

a. The scope of the program includes life cycle management (LCM) of all assigned aircraft programs and flight services responsibilities including research, engineering, design, development, test and evaluation, acquisition, production, maintenance, logistics support and training, upgrade, and disposal.

b. The Program Manager (PM) shall serve as the NAVAIR Subject Matter Expert for the acquisition and LCM of commercial and commercial derivative aircraft/systems.

c. Funds identified in the Future Years Defense Program (FYDP) and assigned to the PM for obligation in execution of the program objectives include the following:

- (1) Operations and Maintenance, Navy
- (2) USAF, US Army Operations, Maintenance and Modification funds
- (3) Research, Development, Test, and Evaluation, Navy
- (4) Aircraft Procurement, Navy
- (5) National Guard and Reserve Equipment.

Program management functions include management of all assigned weapon systems, subsystems, and components, and may include peculiar subsystems, components, equipment, support equipment, operational and maintenance trainers, special tools and supporting software, and documentation.

d. The programs under the responsibility of the PM are classified in Acquisition Category (ACAT) II and below, or are designated as Abbreviated Acquisition Programs (AAPs).

e. The PM's billet (military officer (O6)) is equivalent to a major command.

4. Authority and Responsibility

a. The PM, Captain, USN (Designator 1510), is the single central executive responsible for managing the program and accomplishing the objectives stated in this charter. The PM will be assisted by two principal Deputy PMs (DPMs) who will serve in an acting capacity during the absence of the PM. Program assignments for the two principal deputies are as depicted in appendix A. By references (a) through (h) the PM has broad directive authority within the scope of the program to plan, direct, control, and use resources for approved programs and related in-house and contractor efforts. This includes assigning responsibility, as appropriate, throughout the Naval Aviation Systems Team (TEAM) within the overall framework of references (f) and (g) and other established procedures. As the responsible executive, the PM is expected to act on matters affecting the assigned programs. When action is required beyond the authority granted in this charter, the PM will refer the action to higher authority with recommendations, including alternatives available.

b. The PM's primary mission, as the single central executive for the assigned aircraft programs, is as follows:

(1) Manage the acquisition and life cycle support of assigned aircraft programs.

(2) Acquire and manage commercial flight services as requested by the Chief of Naval Operations (OPNAV), and assigned by the Deputy Commander for Acquisition and Operations (AIR-1.0).

(3) Lead the development and maintenance of strategies to utilize Commercial Off The Shelf (COTS) aircraft and commercial support concepts benefiting Naval Aviation.

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c. When conflicts exist between program and functional policies, actions directed by the PM will be continued until final resolution. When the PM cannot resolve conflicts between policies and objectives, the problems will be referred to AIR-1.0. Pending resolution, the PM will continue to execute the program.

d. When an official above the PM exercises decision authority on program matters, the decision will be documented with a copy to AIR-1.0 as official direction to the PM.

e. The PM has broad directive authority within the scope of the program to plan, direct, control, and use program and program related Navy in-house and contractor organizations. This authority includes assignment of responsibility, as appropriate, to all elements of NAVAIR and by the established Competency Aligned Organization (CAO). Working with the CAO, the PM will assign members to the Integrated Program Teams (IPTs). The PM will designate all tier one IPT leaders, and will manage the leadership teams for assigned programs. IPT charters will be created and kept current by the PM along with the formulation of IPTs. A sample IPT charter is shown in Appendix C to reference (f).

f. The PM is responsible for developing a Program Operating Guide (POG) in accordance with reference (f). The POG is the authoritative document on how the program team does its business.

g. PMA207 has signature and message release authority.

h. Following reference (h) and other applicable directives, the PM is authorized to prepare and sign fitness reports for all military personnel junior to the PM assigned to the program office. The PM may submit concurrent fitness reports on other military personnel junior to the PM who are members of the PM's IPTs. By authority of this charter, the PM may prepare and sign performance evaluations for civilians assigned to PMA207, and may submit concurrent evaluations on other civilians who are members of the PM's IPTs.

i. General responsibilities of the PM include:

(1) Timely and effective planning, requirements definition, development, test and evaluation, acquisition, fleet introduction, and LCM (including reprourement of commercial maintenance and support) for all assigned programs.

(2) Financial management for assigned programs including formulation of NAVAIR budgets, and input to Fleet budgets, as well as justification, defense, and execution of funds to ensure cost effective attainment of program objectives.

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(3) Development and implementation of effective management control techniques on assigned programs including timely and appropriate reporting to higher authority.

5. Limitations of Authority

a. The PM does not have authority to deviate from policy established by higher authority.

b. Communication, action, or inaction in any form which contractors may interpret as direction will be conducted only by an appropriately assigned contracting officer.

6. Relationship to Chartering Authority. The PM is responsible and accountable to COMNAVAIR for responsible management of assigned programs. The PM reports directly to AIR-1.0. AIR-1.0 monitors and evaluates the mission performance of the program throughout its life cycle, makes recommendations as appropriate, and advises COMNAVAIR of program status and progress. When AIR-1.0 is unavailable and urgency dictates immediate communication with COMNAVAIR, the PM will brief AIR-1.0 on the subject matter, as soon as possible.

7. Specific Interface and Operating Relationships. The PM will accomplish the following:

a. Program Management of Assigned Aircraft and Commercial Flight Services

(1) Central NAVAIR Executive

(a) Serve as the command's primary point of contact with higher authority and fleet users.

(b) Provide advice and direction as appropriate to PMAs, IPTs, TEAM activities, TEAM competencies, other SYSCOMs, research and development (R&D) centers, laboratories, DoD agencies, and commercial vendors.

(c) Conduct liaison, via the chain of command, with appropriate personnel in OPNAV, Headquarters Marine Corps, Operational Test and Evaluation Forces (OPTEVFOR), Secretary of the Navy, Joint Chiefs of Staff, Office of the Secretary of Defense (OSD), and other agencies.

(2) Requirements Planning

(a) Continually review operational requirements, inventory objectives, and the status of aviation technology.

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(b) Ensure timeliness, accuracy, consistency, and compatibility between program plans and funding availability.

(c) Based on assessments of requirements, performance, cost, schedule, and risk, develop plans for improvements, upgrades, and/or replacement

(3) Research, Development, Engineering, and Logistics

(a) Monitor and appraise commercial R&D efforts applicable to assigned programs.

(b) Execute aircraft service life responsibilities as directed by references (i) and (j).

(c) Coordinate with the Assistant Commander for Logistics Department (AIR-3.0) and the Assistant Commander for Research and Engineering Department (AIR-4.0) for technical support and resources as needed.

(4) Acquisition

(a) Develop and implement NAVAIR's acquisition strategy.

(b) Coordinate with the Assistant Commander for Contracts Department for required support and resources.

(c) Develop and implement processes tailored from reference (c) for review of AAPs and ACAT IV(M) programs.

(d) Periodically assess the adequacy of acquisition processes and procedures

(e) Oversee and coordinate the utilization of all resources supporting program acquisitions. Manage acquisition efforts. Draw on TEAM competencies to meet required acquisition milestones using established procedures.

(f) In coordination with fleet users and OPNAV sponsors, develop and provide requirements data and documents to applicable organizations concerning funding, Mission Need Statements, Operational Requirements Documents, Integrated Program Summaries, Acquisition Plans, Acquisition Program Baseline Agreements, Program Master Plans, Integrated Logistic Support Plans (ILSPs), and other management documents, following the guidance of references (c), (d), and (e).

(5) Funding

(a) Coordinate all aspects of budgeting and funding the research, design, development, acquisition, in-service support, and modification or upgrade with appropriate TEAM competencies, Navy, and OSD personnel.

(b) Submit funding requirements to the NAVAIR Comptroller and Financial Management Department (AIR-7.6). Provide fleet comptrollers and OPNAV sponsors with contract prices, budgeting estimates, and other data needed to properly budget for commercial maintenance and support.

(c) Maintain liaison with cognizant NAVAIR staff, OPNAV Requirements Officers, and fleet staffs, per the Navy Programming Manual.

(6) Maintenance and Support

(a) Continually review the quality, timeliness, and adequacy of maintenance and support provided by vendors and participating organizations to ensure compatibility with approved program and operating objectives.

(b) Develop, implement, and maintain Affordable Readiness Plans incorporating readiness improvements, recapitalizations, modernizations, and reduced costs as key components.

(c) Maximize the use of commercial support systems and practices wherever costs can be reduced while still meeting program objectives and operational requirements.

(d) Where Federal Aviation Administration (FAA) approvals are the basis for service use, aircraft are to be maintained in a manner compliant with applicable FAA directives.

(e) Ensure program plans result in procurement of effective and economical maintenance and support.

(7) Foreign Military Sales

(a) Support approved FMS requirements.

(b) Maintain close liaison with the NAVAIR International Programs Department (AIR-1.4) and the Navy International Programs Office.

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(8) Test and Evaluation

(a) Ensure appropriate test and evaluation is planned and conducted as required by references (d) and (e), using FAA and commercial test programs and data to reduce Navy test efforts.

(b) Maintain liaison with cognizant personnel in OPNAV, OPTEVFOR, AIR-1.6, and the FAA on operational test and evaluation of PMA207 aircraft and equipment. Maintain active liaison with vendor, FAA, and/or NAVAIR test activities as required.

b. Provide leadership across all areas relating to assigned programs including policy, requirements definition, funding, acquisition, logistics, engineering, test and evaluation, production, LCM, and shore activity/contractor support.

(1) Advise other program managers and IPT leaders throughout the TEAM.

(2) Provide advice and assistance as a corporate advocate for common/best practices and procedures in the acquisition of commercial derivative aircraft and commercial maintenance and support.

c. Maintain liaison with cognizant Requirements Officers within OPNAV; Headquarters, Marine Corps; Type Commanders; and other applicable activities.

8. Program Staffing and Organizations. The Program Office will be organized by and function under direction of PMA207. Organization and staffing requirements are provided by appendix A of this enclosure.

9. Participating Organizations

a. TEAM. All elements of the TEAM will provide support to PMA207, by references (f) and (g) and other established procedures. The PM is authorized direct liaison with all NAVAIRHQ departments and competencies in the exercise of responsibilities. NAVAIRHQ key manpower resources are listed in appendix B of this enclosure.

b. Activities Outside the TEAM. Activities participating in the execution of the program are listed in Appendix C of this enclosure, and additional activities will be added as approved by higher authority. Direct liaison with all activities outside NAVAIRHQ will be coordinated with the appropriate competency organizations in NAVAIRHQ.

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c. NAVAIR/Non-NAVAIR Activities. Activities participating in the program are listed in appendix C of this enclosure. Additional activities may be added as required, and as approved by higher authority. Direct liaison with all activities concerned with the program is authorized. Under the PM's guidance, formal work assignments to NAVAIR and non-NAVAIR activities will be coordinated by the appropriate competencies in NAVAIRHQ, by references (c) through (f) and other established procedures.

d. Administrative Support. PMA207 will be administratively supported at Patuxent River by Customer Service Team number 8, elements of NAVAIRHQs, and the NAWCAD. Support includes military personnel services, space allocations, security, automated data processing (ADP), communications, and other services. Civilian personnel services will be provided by the local NAWCAD Human Resources Office.

e. SYSCOMs. Navy SYSCOMs will provide support to the PM by established procedures, as appropriate.

10. Congressional and Public Information. COMNAVAIR is responsible for coordinating and disseminating public information on NAVAIR programs within the Department of the Navy to legislative bodies, industry, and to the general public. This responsibility has been delegated to the Public Affairs Department (AIR-7.5).

11. Resources Assessment

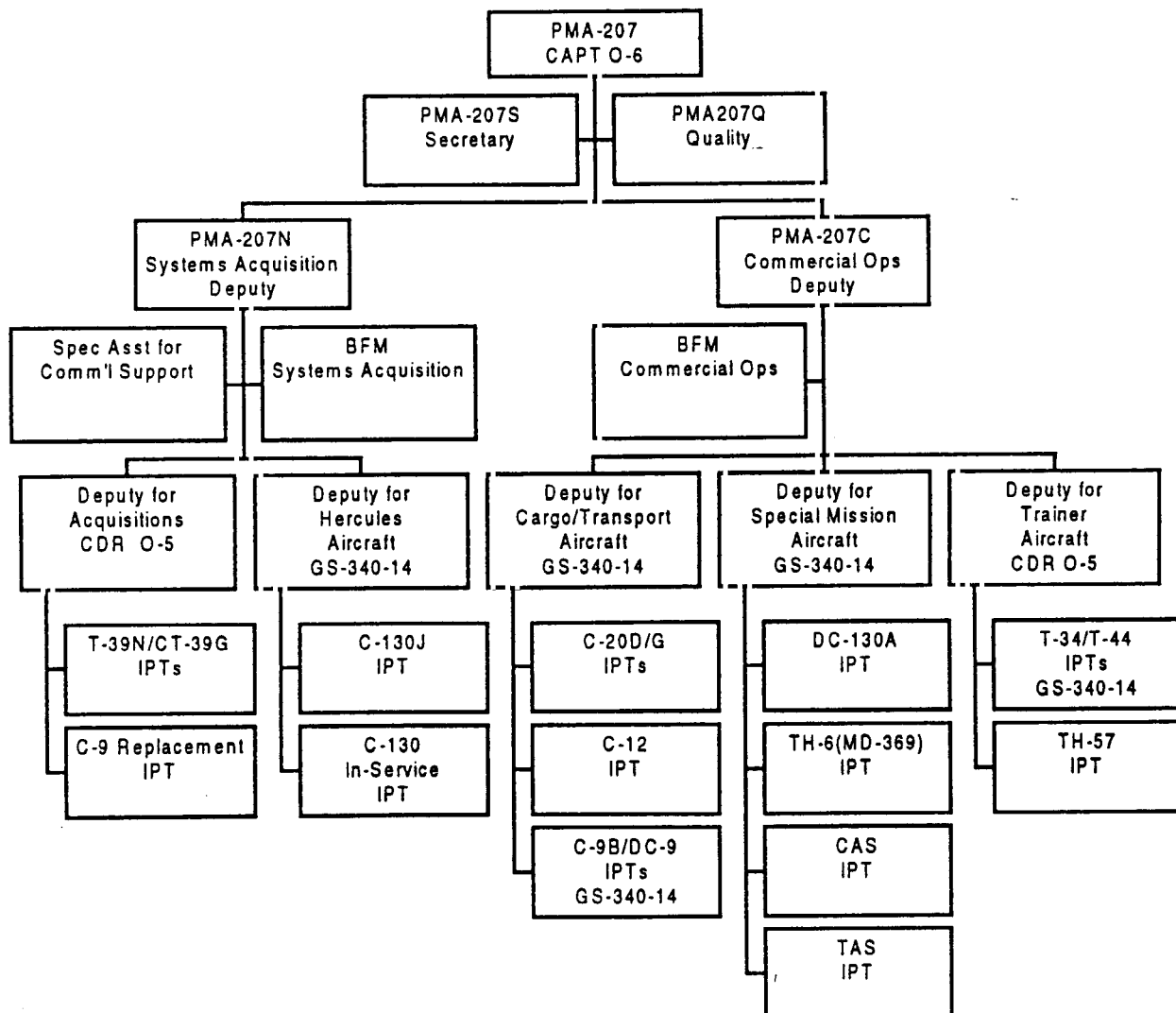
a. PMA207 will evaluate and document the effect of proposals to increase or decrease the resources authorized to execute the program and will determine the effect of proposed changes on approved cost, schedules, procurement plans, and performance objectives. The PM's evaluation will be considered by the officials having final decision authority during planning, programming, and budgeting deliberations.

b. The Requirements Officer(s) in OPNAV will be informed, via chain of command, when requirements of the programs cannot be completed within the resources and time available.

12. Program Disestablishment. The programs under management of PMA207 will be reviewed periodically to determine if objectives have been accomplished. If the review indicates objectives have been completed, or are near completion, the PM will develop a plan to ensure a smooth disposition of remaining resources, responsibilities, and functions for each program meeting this criteria.

Enclosure (1)

PMA207 ORGANIZATION



PMA207 STAFFING REQUIREMENTS

<u>Code</u>	<u>Billet Title</u>	<u>Series/Grade</u>
PMA207	Program Manager	Captain 0-6
PMA207Q	Quality Manager	GS-343-13
PMA207S	Lead Secretary	GS-318-7
PMA207S1	Secretary	GS-318-5/6
PMA207S2	Secretary	GS-318-5/6
PMA207N	Systems Acquisition Deputy	GS-340-15
PMA207NC	Spec Asst for Commercial Supt	GS-340-13
PMA207F1	Systems Acquisition BBFM	GS-343-13
PMA207.1	Deputy for Acquisitions	CDR 0-5
PMA207.1A	T-39N IPT Leader	GS-343-13
PMA207.1B	CT-39 IPT Leader	GS-340-13
PMA207.1C	C-9 Replacement IPT Leader	GS-343-13
PMA207.1T	Air Trainee	GS-343-7/9/11
PMA207.2	Deputy for Hercules Acft	GS-340-14
PMA207.2A	C-130J IPT Leader	GS-343-13
PMA207.2A1	Prog Anal C-130J	GS-343-13
PMA207.2B	In-Service C-130 IPT Leader	GS-343-13
PMA207C	Commercial OPS Deputy	GS-340-15
PMA207F3	Commercial OPS BFM	GS-343-13
PMA207F4	Commercial OPS BFM	GS-343-13
PMA207F5	Commercial OPS BFM	GS-343-13
PMA207.3	Deputy for Cargo/Transport	GS-340-14
PMA207.3A	Deputy for C-9/DC-9	GS-340-14
PMA207.3A1	C-9 Depot/MODS	GS-340-13
PMA207.3A2	C-9 Engs/SliteSupt	GS-340-13
PMA207.3A3	Prog Anal C-9	GS-343-13
PMA207.3B	C-20D/G IPT Leader	GS-340-13
PMA207.3B1	Prog Anal C-20	GS-343-12
PMA207.3C	C-12 IPT Leader	GS-340-13
PMA207.3C1	Prog Anal C-12	GS-343-12

PMA207 STAFFING REQUIREMENTS (Cont'd.)

<u>Code</u>	<u>Billet Title</u>	<u>Series/Grade</u>
PMA207.4	Deputy for Special Missions	GS-340-14
PMA207.4A	TH-6 (MD-369) IPT Leader	GS-340-13
PMA207.4B	CAS IPT Leader	GS-340-13
PMA207.4B1	Prog Anal CAS	GS-343-12
PMA207.4C	TAS IPT Leader	GS-340-13
PMA207.4C1	Prog Anal TAS	GS-343-11
PMA207.4D	DC-130A IPT Leader	GS-340-13
PMA207.5	Deputy for Trainer Aircraft	CDR 1510
PMA207.5A	Deputy for T-34/44	GS-340-14
PMA207.5A1	T-34C IPT Leader	GS-340-13
PMA207.5A1.1	T-34 Prog Analyst	GS-343-13
PMA207.5A2	T-44 IPT Leader	GS-340-13
PMA207.5A2.1	T-44A Prog Analyst	GS-343-12
PMA207.5B	TH-57 IPT Leader	GS-340-13
PMA207.5B1	TH-57 Program Analyst	GS-343-12

KEY MANPOWER RESOURCES,
ASSISTANT PROGRAM MANAGERS, AND PROGRAM SUPPORT OFFICES

<u>Title</u>	<u>Code</u>
Procurement and Configuration Management Support Department	AIR-1.3
International Programs Department	AIR-1.4
Test and Evaluation Department	AIR-1.6
Aviation Training Systems Program Office	PMA-205
Air Combat Electronics Program Office	PMA-209
Major Weapons Systems for Aircraft Support Contracts Department	AIR-2.5
Logistics Management Department	AIR-3.1
Systems Engineering Department	AIR-4.1
Cost Department	AIR-4.2
Air Vehicle Department	AIR-4.3
Industrial Operations Division	AIR-6.0D
Procurement Budget Branch	AIR-7.6.1.1
Operations and Maintenance, Navy Budget Branch	AIR-7.6.1.3
Research, Development, Test and Evaluation Budget Branch	AIR-7.6.1.4
Managerial Accounting Division	AIR-7.6.2
Office of Counsel Department	AIR-7.7

ACTIVITIES PARTICIPATING IN THE PROGRAM

Naval Air Engineering Station	Lakehurst, NJ	Aircraft support equipment acquisition management
Naval Air Warfare Center Aircraft Division	Patuxent River, MD	Test and Evaluation
Operational Test and Evaluation Force	Norfolk, VA	Operational T&E
Space and Naval Warfare Systems Command	San Diego, CA	PMW-187 GPS
Naval Air Technical Services Facility	Philadelphia, PA	Publications, engineering drawings
Naval Inventory Control Point	Philadelphia, PA	Spares, spare parts, and SE procurement
USAF Oklahoma City Air Logistics Center	Tinker AFB, OK	Joint Service Program
USAF ASC/GRB	WPAFB, OH	C-130 procurement
US Army ATCOM	St. Louis, MO	Joint Service Program
Defense Logistics Agency	Alexandria, VA	Contract Administration
Naval Aviation Depot	Cherry Point, NC	C-130 SE in-service engineering